NAME 2 AND ALTERNATE NAMES

Vendor Registry uses fields called Name 2 and Alternate Name to help identify businesses owned by individuals (sole proprietorships) or companies owned by a parent corporation.

NAME SETUP

Definitions:

- Legal Name the name used on the taxpayer's tax return.
- AKA Also known as
- DBA Doing business as.

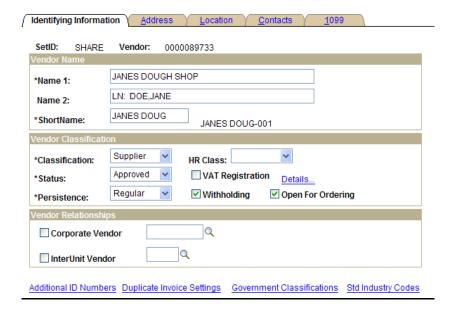
<u>Problem 1</u>: A sole proprietor receives payment under a business name, but needs to report income to the IRS under his name and, possibly, a different address.

A separate address is usually set up called "1099 MAILING." It is only used to tie
in as the 1099 Reporting address on the locations that are reportable for that
vendor. This allows a vendor to receive checks under its business name, but the
1099 will be made out to the owner (sole proprietor) and perhaps even a different
address.

<u>Problem 2</u>: If Vendor Registry set up the business according to IRS rules, Name 1 must be the legal name of the owner belonging to the TIN. If an individual's name is entered, or a parent company's, voucher users cannot find the vendor under the business name. This often leads to duplicate vendors being set up in the vendor database.

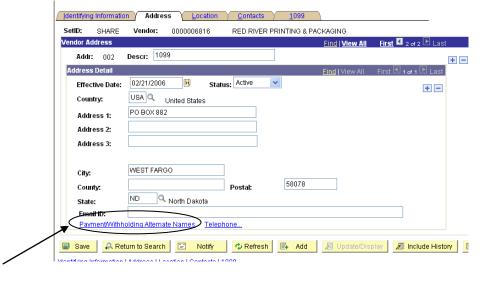
 By using the 'Payment/Withholding Alternate Names' on the 1099 mailing address, the State will comply with IRS rules by having the legal name print on 1099's. The payments issued with the remit address, however, will show the business name that vouchers/PO users are familiar with.

This is how the vendor for Jane Doe, the sole proprietor of Jane's Dough Shop, would look:



ADDRESS SETUP

To address the problem of accurate 1099 reporting, a separate address is created for sole proprietors with the title of "1099." This address is used in the 1099 reporting configuration so that forms 1099 for this vendor will print with the legal name, but payments remitted to a different address will be made out in the business name.



Users with the Vendor Inquiry role can view the alternate name that will print on forms 1099 by clicking the Payment/Withholding Alternate Names link on the address page. The information in this link will look like this:

Payment/Withholding Alternate Names		
	Payment/Withholding Alt Names	
	Name 1:	TRAPP,TIM
	Name 2:	RED RIVER PRINTING & PACKAGING
OK Cancel Refresh		

Although you may be able to view this address, users should not select it in vouchers – please use the address that is set up for the Location you need. This address is strictly for printing forms 1099-MISC.

SEARCHING FOR SOLE PROPRIETORS

It is possible that you know a business is owned by a particular person, but you cannot remember the business name. Queries have been established to search on the fields called 'Name 2' and both the Alternate Name 1 and Name 2. When using the query called **NDS_VNDR_ALT_NAME**, you must enter the name using ALL CAPS and use a percentage sign in front of and in back of the word. To find the two vendors in the above examples, you would enter something like:

%DOE% %TRAPP%

The results will appear in an Excel spreadsheet with the vendor number, Name 1, Name 2, Alternate Name 1, and Alternate Name 2.

Vendor Registry is in the process of changing the set up of old sole proprietorship vendors to this new method. If you find a vendor that is <u>not</u> set up this way and you think it should be, please feel free to contact Vendor Registry staff and inform them.